



ENCINA WASTEWATER AUTHORITY

POSITION TITLE: Senior Construction Manager
DEPARTMENT: Office of the General Manager
SECTION: Construction
REPORTS TO: General Manager

DISCLAIMER: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

POSITION SUMMARY:

The Senior Construction Manager performs a variety of complex and specialized activities associated with the execution of the Authority's CIP. In this position, the Senior Construction Manager performs highly responsible, sensitive, and complex technical and management tasks, serves as a construction coordinator for complex projects; conducts technical analysis, research, and construction management for a variety of capital improvements, major maintenance, and /or other projects. The position plans, organizes, supervises, and ensures work quality and adherence to required standards by the Authorities engineering consultants and contractors. The position exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Authority directors and managers and provides technical and professional support to the EWA Board of Directors and its subcommittees.

SUPERVISORY DIMENSIONS: Supervises various assigned EWA staff and manages consultants and contractors providing related services to the Authority.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government executives.

- Plan, organize, control, and evaluate the construction management team and consultants chartered with the responsibility to manage the construction and post construction phase of projects.
- Coordinate with management and staff to develop, implement, and monitor construction phase of projects to achieve the Authority's strategic initiatives, and goals; achieve key performance indicators; manage a construction management team of consultants to identify critical path events and success factors and achieve a successful resolution.
- Monitor project performance against the project plan, schedule, and budget; manage project standards, work processes, systems, and procedures to achieve goals and objectives.
- Manage the construction phase of assigned projects using extension of staff engineers, consultants, and construction contractors; establish the scope, administer, and manage agreements for geotechnical services, construction management, inspection, and other specialty services; collaborate with key project team members and other departmental personnel in a participative manner.
- Review drawings and specification for compliance with Authority standards; interpret specifications and Authority policies; ensure compliance with regulatory requirements.
- Prepare project reports; coordinate and respond to requests for information from consultants and contractors; initiate, prepare, review, and/or negotiate change orders and obtain Board of Directors approval for contract changes.
- Represent the Authority with consultants and contractors; prepare and finalize correspondence on technical and construction management issues.
- Coordinate construction activities with Authority departments, member agencies and other entities; propose revisions to design and construction standards, and to Authority processes to improve methods, procedures, and practices; interpret applicable laws, regulations, policies, and design standards; review storm water pollution prevention and work plans relative to applicable laws, permits and standard practices; conduct constructability reviews.
- Assist in the preparation and review of the annual CIP budget; authorize the purchase of materials and monitor work activities and expenditures to control costs, quality, and adherence to policies and conformance to the budget.
- Track, evaluate, prepare, and deliver reports and presentations on CIP project progress and issues to the Authority management and Board of Directors.
- Act as technical point of contact on CIP issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager, Assistant General Manager, Directors, and other interested parties as appropriate.
- Coordinate with other Authority departments during construction activities and assist in planning, organizing, and directing the Authority's CIP and related administrative activities.
- Develop, implement, and monitor tactical plan objectives that support the organization's Strategic Plan and Mission.

- Provide day-to-day leadership to ensure a high performance, customer service-oriented work environment that supports the Authority's mission, vision, and values.
- Prepare contracts and related documents in support of the CIP including scopes of work, coordinates the solicitation for bids and proposals; evaluate bids and proposals; participate in selection panels, negotiate contracts; ensure compliance with applicable Authority policies and procedures, and monitor contract performance.
- Act as technical point of contact on CIP issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager, Assistant General Manager, Directors, and other interested parties as appropriate.
- Perform administrative tasks for the organization as needed.
- Other duties as assigned.

Knowledge, Skills and Physical Abilities Required for These Duties:

- Knowledge of applicable federal, state and local laws and regulations including regulatory requirements as they pertain to the water and wastewater industry. A working knowledge of the water situation in California; the problems and potential solutions.
- Knowledge of advanced principals, practices, and methods of construction management.
- Knowledge of project management techniques, appropriate safety precautions and procedures, effective leadership methods, principles of supervision and training, modern office procedures, methods and equipment including word processing, spreadsheets, and database software programs.
- Knowledge of principles and practices of budgeting and maintenance of public records; effective management and supervision concepts and techniques; and demonstrated experience using such knowledge.
- Ability to analyze and make sound recommendations on construction safety, regulatory, water quality, and management issues.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials and exercise sound, expert, independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with consultants, contractors, suppliers and construction personnel as well as with Authority managers, member agency managers, board members, employees, and the public.
- Ability to supervise, train and evaluate professional and technical staff.

EDUCATION REQUIREMENT: positions in this class typically require):

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree in construction management, civil engineering, or closely related field.
- Eight (8) years of professional construction management experience, including experience in public utility.
- A professional certification in construction project management is desired.
- Experience should include planning, construction, and project management experience with two years working in a management level position within the wastewater environment.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License, and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License or insurability may constitute a possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

- Hear normal conversation in person and on the telephone.
- Mobility of arms to reach, and the dexterity of hands to grasp and manipulate small objects and to write legibly.
- Visual ability (which may be corrected) to read small print and video messages, including good peripheral vision and depth perception.
- Speak in a normal voice; able to be heard and understood on the telephone, in person, and to communicate clearly and concisely, both orally and in writing.
- Sit or stand for prolonged periods of time.
- Mobility to stand, stoop and bend.
- Use office equipment such as personal computers, copiers, and fax machines.
- Operate standard passenger vehicles.
- Lift, carry, push, or pull up to fifty (50) pounds.
- Keyboarding for extended periods of time.
- Fingering, grasping, talking, hearing, seeing, and repetitive motions.

Mental Demands

- Written and oral communication skills.
- Read and interpret complex data, information, and documents.
- Analyze and solve problems.
- Observe and interpret people and situations.
- Use math and mathematical reasoning.
- Learn and apply new information or skills.
- Perform highly detailed work on multiple concurrent tasks with constant interruptions.
- Work under intensive deadlines.

- Interact with directors, managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee works under typical office conditions as well as construction or work sites while inspecting and monitoring work or supervising work crews. The noise level in the office environment is usually quiet; work sites may be dirty, loud, and odorous.

WORKING HOURS: Flex Schedule: Monday through Thursday 7:00 AM – 4:30 PM (9/80); Friday 7:00 AM – 3:30 PM, and every other Friday off, or as assigned by Supervisor.